



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

August 30, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 5, Personnel, and Title 6, Salaries, of the County Code to reflect compensation and classification changes, to implement classification studies, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has instructed the Director of Personnel to submit classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. The development and maintenance of the County's classification system is one of the Department of Human Resources' (DHR) primary functions.

Your Board's approval of these recommendations will provide the ordinance authority for County departments to implement the compensation and classification recommendations in this letter.

To Enrich Lives Through Effective and Caring Service

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organizational Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

These classification recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems (Attachments A and B).

FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from these actions is \$68,755 annually based upon salaries as of January 1, 2005. With the exception of upward reclassifications involving MAPP classes, incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

New Classes

Eleven (11) new classes are being created in the County's classification system to better serve departmental needs (Attachment A).

The safety class Chief Lake Lifeguard is being established to develop uniform operational policies and procedures, including emergency response plans. This class will provide administrative oversight for water safety, lake aquatics programs, and lifeguard training at three regional lakes.

A new ten (10) class series for health information and medical records management and coding is being established to strengthen credentialed staffing, more effectively conform to state law and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, and reduce costly reliance on contract and registry personnel currently required to perform the more complex, credentialed medical records work.

Title Changes

The titles of one (1) non-represented class and one (1) represented class are being changed in the County's classification system to more accurately reflect the level of work and scope of responsibilities assigned and to better serve departmental needs (Attachment A).

Technical Correction

A minor change is being made to the abbreviated title for Manager III, Facilities Operations and Crafts to conform to CWTAPPS space limitations (Attachment A).

Compensation Changes

Two (2) salary range tables are being restored to the Board of Supervisors Performance-Based Pay Plan and a Marshal classification, with salary information, is being restored, due to inadvertent omissions from a previously enacted ordinance.

Two (2) additional steps are being added to the salary ranges for the three (3) Veterinarian classes to aid in increasing the recruitment and retention of employees.

The salary range for Lake Aquatics Manager is being increased to reflect inclusion of the Emergency Medical Technician bonus. The new class of Chief Lake Lifeguard will also include the Emergency Medical Technician bonus and uniform provisions. Additionally, the Command Pay provisions provided to non-represented safety lifeguard personnel in the Fire Department are being extended to non-represented safety lifeguard personnel in the Department of Parks and Recreation.

Reclassifications

There are twenty-two (22) positions in six (6) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Authority

The County Charter (Article VI) authorizes the Director of Personnel to establish and maintain "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5 of the County Code.

Approvals

- The Chief Administrative Officer has reviewed these recommendations.
- The Department of Human Resources has conducted appropriate consultations with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

MICHAEL J. HENRY
Director of Personnel

MJH:STS
CRH:kp

Attachments (2)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASSES RECOMMENDED FOR ADDITION**

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

| Savings/Health Plan | Item No. | Title | Salary Schedule & Level |
|----------------------------|-----------------|--|------------------------------------|
| Savings | 2960 | Chief Lake Lifeguard | 90F |
| Horizons | 1416 | Health Information Associate | 74E |
| Savings | 1412 | Health Information Management Assistant Director | 88E |
| Savings | 1413 | Health Information Management Director | 92E |
| Horizons | 1410 | Health Information Management Senior Supervisor | 82E |
| Horizons | 1409 | Health Information Management Supervisor | 80E |
| Horizons | 1419 | Health Information Management Tumor Registrar | 77E |
| Horizons | 1411 | Health Information Manager | 85E |
| Horizons | 1418 | Health Information Senior Technician | 78E |
| Horizons | 1417 | Health Information Technician | 76E |
| Horizons | 1415 | Health Information Technician Trainee | N2 72E |

NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

| Item No. | Current Title | New Title |
|-----------------|--|--|
| 1397 | Medical Records Director, Medical Center | Health Information Management Director, Medical Center |

REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

| Item No. | Current Title | New Title |
|-----------------|--|----------------------------------|
| 2509 | Operations Duty Manager, Data Processing | Computer Operations Duty Manager |

**TECHNICAL CORRECTION OF NON-REPRESENTED CLASS
FOR CWTAPPS PURPOSES**

| Item No. | Current Abbreviated Title | New Abbreviated Title |
|-----------------|--------------------------------------|-----------------------------------|
| 6687 | Manager III, Facilities Opns & Craft | Mgr III, Facilities Opns & Crafts |

ATTACHMENT B**RECOMMENDATIONS FOR POSITION RECLASSIFICATION****AUDITOR-CONTROLLER**

| Number of Positions | Present Classification And Salary | Classification Findings and Salary |
|----------------------------|--|---|
| 1 | Senior Management Secretary II 81D Non-Represented | Senior Management Secretary III 83D Non-Represented |
| 2 | Management Secretary II 77D Non-Represented | Management Secretary III 79D Non-Represented |
| 1 | Management Secretary I 75D Non-Represented | Management Secretary III 79D Non-Represented |
| 9 | Senior Secretary II 73D Non-Represented | Senior Secretary III 75D Non-Represented |

The secretarial positions are located in various organizational units in the Department and report to management level positions (one chief deputy, three assistant auditor-controllers, and nine division chiefs) in their respective work units. Each position is responsible for providing full-time secretarial assistance to the respective manager. Based on the assigned secretarial duties and the significant Countywide responsibilities of the Department, allocation to the higher-level secretarial classifications is warranted. Furthermore, the recommended classification levels are consistent with the levels of secretarial positions allocated in comparable County departments.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

CHIEF INFORMATION OFFICE

| Number of Positions | Present Classification And Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 1 | Senior Information Technology Consultant, CIO R13 Non-Represented | Chief Information Security Officer R14 Non-Represented |
| 2 | Information Technology Consultant, CIO R11 Non-Represented | Senior Information Technology Consultant, CIO R13 Non-Represented |

The Senior Information Technology Consultant, CIO position reports to the Chief Information Officer and is assigned to the Countywide Information Security Unit. The subject position has responsibility for planning, directing, and administering Countywide information security and privacy-related programs. The duties of the subject position are now more consistent with the definition and allocation standards of the Chief Information Security Officer, a class that was recently approved by the Board of Supervisors to direct the Countywide information security programs. Accordingly, we recommend the upward reclassification of the position to Chief Information Security Officer.

In addition to performing highly technical special projects, the two Information Technology Consultant, CIO positions function as both technical advisors and Information Technology business analyst consultants to their assigned clients. The simultaneous performance of duties in these dual capacities is fully consistent with the allocation standards for the Senior Information Technology Consultant, CIO class. This dual role distinguishes these positions from the lower-level Information Technology Consultant, CIO which functions in only one of those roles. In addition, the duties assigned to the positions are comparable to those assigned to other Senior Information Technology Consultants within the Department. Therefore, an upward classification to Senior Information Technology Consultant, CIO is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

DEPARTMENT OF HEALTH SERVICES – COASTAL CLUSTER

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 1 | Senior Physician, MD M6 Non-Represented | Chief Physician II, MD M8 Non-Represented |
| 1 | Chief Physician II, MD M8 Non-Represented | Chief Physician I, MD M7 Non-Represented |

The Senior Physician, MD position reports to the Medical Director at Harbor-UCLA Medical Center and is currently serving as chief over the Department of Medicine. This responsibility includes direct oversight and supervision of 12 medical sections and approximately 258 subordinate staff. According to the allocation standards, positions allocated to the Chief Physician II class are responsible for directing the programs and services of a large and complex medical division. Based on the size and complexity of the Department of Medicine, we recommend that the Senior Physician position be reclassified upward to Chief Physician II, MD.

The Chief Physician II, MD position is currently assigned to the Department of Neurology and is responsible for overseeing and supervising three medical sections and nine subordinate staff, which includes two physicians. According to the allocation standards, positions allocable to the Chief Physician I class are responsible for directing a medical division. Based on the size and complexity of the Department of Neurology, we recommend that the position be reclassified downward to Chief Physician I, MD.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

OFFICE OF OMBUDSMAN

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 1 | Intermediate Typist-Clerk 58D Represented | Senior Typist-Clerk 62J Represented |

The position reports directly to the Ombudsman and is responsible for utilizing a high level of programmatic and procedural knowledge to independently process complaints and referrals by screening phone calls, routing the cases to appropriate Ombudsman staff or outside agencies, summarizing complaints for maintenance in a database, and handling other specialized duties. The scope, level, and variety of work assigned is consistent with the definition and allocation standards for the Senior Typist-Clerk class which performs skilled typing work and highly specialized clerical duties requiring a highly specialized knowledge of a particular function with only general direction. Therefore, an upward reclassification to Senior Typist-Clerk is recommended.

PUBLIC LIBRARY

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|--|---|
| 2 | Librarian I 77K Represented | Librarian II 79K Represented |

The two Librarian I positions are located at the East Los Angeles Library and function as lead librarians over the Reference and Children's Resources Services areas. This library has grown substantially and is now categorized as an "A" size (very large) library. The increase in size of the new library's collection and the added responsibility involved in managing these specialized assignments are consistent with the duties and scope of responsibility assigned at the level of Librarian II. In addition, reclassifying the positions will align them with similar assignments in other "A" size libraries. Therefore, we are recommending an upward reclassification to Librarian II.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

SHERIFF'S DEPARTMENT

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|---------------------|---|---|
| 1 | Operations Assistant III, Sheriff 81H Represented | Administrative Services Manager I 88H Non-Represented |

The subject position is located in Field Operations Region III of the Industry Sheriff Station and is responsible for identifying operational needs, supervising administrative and operational functions, ensuring adherence to departmental goals and objectives, and establishing departmental policies and procedures. The nature, scope and level of the responsibilities and duties performed by the position are consistent with the definition and the allocation standards for Administrative Services Manager I, which supervises or coordinates the operation of a small work unit in the provision of specialized personnel, budget, or other administrative support service within a County department. Therefore, we are recommending an upward reclassification to Administrative Services Manager I.